

**EASTERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
REGULATION NO. – AR-3.7**

Title: Curriculum Design and Recommendation Regulation

DEFINITION: The Curriculum Design and Recommendation Regulation defines a comprehensive process to plan, develop, revise, and implement academic programs, skill sets and courses. This regulation assures effective curriculum development and revision practices involving faculty, advisory committees, and appropriate academic and institutional stakeholders. This regulation also outlines curriculum proposal submission guidelines.

EFFECTIVE DATE: Replaces 3/30/2020, 6/16/2016, 1/12/2016 and 3/31/2005 versions

Faculty, Division Chairs, and the Program Coordinator for Workforce Education, under the direction of the Dean of Teaching and Learning and/or the Dean of Community Engagement and Partnerships, or designee, and in consultation with content experts, develop or revise the curriculum in accordance with d

Identify essential resources for proposal implementation, including staffing and instructor's credentials, technology, equipment, library/media resources, and facilities
Recommend an implementation plan

Determine if the proposal is supported by assessment activities and follows institutional guidelines

- Determine if assessment plans are in compliance with institutional guidelines

Consult with other department faculty as appropriate

3. **Proposal Submission to LOT**

Upon recommendation at step 2, the Curriculum Committee Chairperson forwards the proposal to the Dean of Teaching and Learning for LOT review. The Dean of Teaching and Learning will determine if the proposal will be added to the LOT meeting agenda for review in accordance with institutional policies and regulations. If the Dean of Teaching and Learning does not recommend the proposal, the appropriate Division Chair/Associate Dean will be notified and provided the rationale for proposal rejection.

Tasks at this stage include:

Ensure the proposal reflects academic and institutional priorities per College mission and strategic initiatives

Consider evidence to determine if sufficient student need is present and evaluate if there are adequate resources

Assess proposal impact across the institution and on all stakeholders

Ensure mobilization of appropriate institutional units for implementation

Reinforce adherence to institutional policies and regulations

Ensure proposed schedules and implementation plans are workable and efficient

Determine if the proposal can be supported through the institution's budgeting process

Ensure academic proposals and policies are appropriate for the student population served

Validate accuracy of proposal contents

4. **Approval and Implementation**

- a) The Division Chair/Program Coordinator for Workforce Education presents the recommended proposal to LOT for review, comment and recommendation. Approved proposals are submitted to the President's Cabinet for review and approval. New program proposals and program terminations are presented to the Board of Governors for final approval.
- b) Upon approval by the President or Board of Governors when appropriate, the Dean of Teaching and Learning or designee announces the proposal's approval to appropriate institutional units for implementation. Notification of appropriate units ensures preparation of course materials, identification of instructional faculty, effective set up of Student Registration System, update of BANNER catalog information, effective schedule preparation, revision of Eastern's catalog, publications, and advising materials as well as appropriate staff orientation. The President's Office notifies the Chancellor's Office of new programs and program terminations to update the Degree Inventory.
- c) Official curriculum documents (Master Course Record Form, Program Catalog Program Description/format, Program Outcomes Matrix, Course Syllabi, and other appropriate documents) are to be retained in the office of the Dean of Teaching and Learning or an office designated as such by the Dean of Teaching and Learning.

Note: Curriculum proposal justifications must address issues relevant to the proposal. Such issues may include but are not limited to recommendations of an advisory committee, results of assessment activities, attainment of program/course outcomes, impact on other courses or programs, list of influenced programs and input from appropriate Division Chairs/Program Coordinator for Workforce Education, impact on institutional resources and on students, input from other Division Chairs/Program Coordinator for Workforce Education or faculty, transferability, and national/regional association standards.

Proposal Levels:

The level of review may vary according to the degree to which a proposal impacts learner outcomes and the College. Substantive changes are required to complete the entire review process. Proposed curriculum revisions or corrections not identified as substantive changes may undergo a partial review. The following level definitions are intended as general guidelines. Proposal levels may shift as deemed appropriate by Dean of Teaching and Learning, LOT, or the President and are outlined below.

Level I: Minor Revisions or Corrections

- a) Minor

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- c) Changes at this level require action by LOT.

Level III: Full Curriculum Proposal Process (Associate degree and certificate programs)

- a) Eastern's Board of Governors (BOG) shall approve all new programs, and program terminations as well as all Level III curriculum changes.
- b) All new program proposals and substantive curriculum changes must undergo the complete curriculum review process. Substantive curriculum changes are those which have a significant impact on degree offerings, learner outcomes, or the College.
- c) Substantive changes include:
 - New degree or certificate program proposals (All new program and certificate proposals must comply with BP 3.3 and Series 11)
 - Consolidation of existing degree programs or certificates
 - Changes in program-level learner outcomes or program requirements
 - Changes in general education core curriculum (AR 3.17)
 - Program terminations (All program and certificate program terminations must comply with Series 11)

The Curriculum Timeline

The curriculum development process is closely aligned with schedule development and catalog production timelines. For inclusion in the next college catalog, all phases of the approval process must be completed by the end of November.

